



Public Records Information FACT SHEET

PUBLIC ACCESS

Louisiana's Public Records law was enacted to give any person of the age of majority the right to inspect, copy, reproduce, or obtain a reproduction of almost any public record, except those protected from disclosure by legal exemptions and exclusions (e.g., business proprietary, personal privacy, and investigative documents). DEQ's *Procedures for Public Record Requests* is found in LAC 33:I.23 and is based on Louisiana's *Public Records Act* which is found in LA R.S. 44:1-41.

RESOURCES AVAILABLE

Currently, DEQ employees and its contractors, as well as visitors of the Public Records Center, may search, retrieve, view and print records in the Electronic Document Management System (EDMS). Users may research facility files by Agency Interest (AI) name or number, address, document date or type, as well as other index values.

Between 8:00 AM and 4:30 PM, Monday through Friday, the Public Records Center staff is available to assist with any questions or concerns. Help guides are available in the Public Records Center, as well as on the EDMS Help page. Users may also e-mail their questions to publicrecords@la.gov.

RECORDS REQUESTS

Requests for DEQ records can be made using the online request form at www.deq.louisiana.gov/prr. Requesters still have the option of submitting their requests by fax, postal mail, or in-person delivery

using the *Public Record Request Form* ([DEQ Form ISD-0005-01](#)).

SEARCH, REVIEW AND COPY CHARGES

Requests for free or reduced rate copies must be made using a *Certification for Free or Reduced Rate Form* ([DEQ Form ISD-0005-02](#)). DEQ's *Uniform Fee Schedule* can be found in LAC 33:I:23.2309 and is based on Louisiana's *Uniform Fee Schedule for Copies of Public Records*, which can be found in LAC 4:I:3. There is no charge to search for or review the documents. Printing is available for 25 cents per page. Only checks or money orders will be accepted.

DEQ PUBLIC RECORDS INFORMATION

It is DEQ's policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. DEQ will contact you within three working days upon receiving your request for public records. For more details, go to www.deq.louisiana.gov/pubrecords.

SUBMITTING A REQUEST

Members of the public may send Public Records Requests to: Records Management, Louisiana Department of Environmental Quality, P. O. Box 4303, Baton Rouge, LA 70821-4303. Request forms may also be faxed to (225) 219-3175 or delivered to the Public Records Center in person. If you have questions, please phone (225) 219-3168 or (225) 219-3172.